



- Accessory Structure Permit
- Administrative Use Permit
- Hillside Development Permit
- Minor Fence Exception
- Second Dwelling Unit

Approximate Time to process application:

3-4 months after the application is deemed complete

*NOTE: The Accessory Structure Permit will take approximately 2-3 months to process

Application Submittal

- Submit complete application package (including applications, project plans, mailing labels, and application fee)

Submit applications at the Planning counter

Application Review

- Applicant will receive a letter within 30 days from submittal stating that the application is complete/incomplete
- Environmental review / CEQA **

Project planner will arrange a visit to the project site

Public Notice

- Notices will typically be mailed out 10 days prior to decision date

Radius of notices varies based on the type of application

Final Decision

- The Director will decide to approve (with conditions) or deny the project

** Environmental review is the process to ensure that a project meets the requirements of the California Environmental Quality Act (CEQA).

If no one responds within the 15 day appeal period, the decision is final and construction plans can be turned in for plan check if approved

If the decision is appealed within 15 days, the project will be heard at a Planning Board public hearing